

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, March 14, 2014 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, Millan, Platner, Queen, Teichmiller

Members Absent: Price, Ritchie

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:04 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Holly Steinman, ADRC-NW Disability Benefit Specialist, and Jessica Donek, social work student/intern.

Public Comment & Introductions: There were none.

Approval of the Agenda: Cushing moved to approve the agenda with twenty items; Hammer seconded. All Ayes. Motion Carried.

Approval of the Minutes of the January 24, 2014 Board of Directors Meeting: Hammer moved to approve the minutes of the January 24, 2014 Board of Directors meeting; Queen seconded. All Ayes. Motion Carried.

Consent Agenda: - Financial Statements – December 2013 & January 2014, Time Report - December 2013 & January 2014: Millan moved to approve the Consent Agenda as presented; Cushing seconded. All Ayes. Motion Carried. (Please see the March 14, 2014 Aging & Disability Resource Center of the Northwoods Finance Committee minutes for details.)

Fiscal Agent Contract: The cost of the contract remains the same at \$57,000. An additional item was added to Attachment A: “Prepare, monitor, and reconcile ADRC Payroll and all related tax deposits, documents, and benefit tracking.” These functions have been performed by the fiscal agent, but they were never specifically enumerated in the contract. After discussion, Krug moved to approve the Fiscal Agent Contract with Oneida County in the amount of \$57,000 and with the following added to Attachment A: “Prepare, monitor and reconcile ADRC Payroll and all related tax deposits, documents, and benefit tracking.” Cushing seconded. All Ayes. Motion Carried.

2014 Budget Increase for Vilas County: An employee in Vilas County who previously did not require health insurance now does. This will increase the Vilas County 2014 budget by \$20,087 from \$183,137 to \$203,224. This amount is well within the safety margin for the 2014 budget and will be absorbed by Federal Time Reporting monies. Hammer moved to increase the Vilas County ADRC-NW budget by \$20,087, increasing it from \$183,137 to \$203,224. Platner seconded. All Ayes. Motion Carried.

Group Health Underwriting Update: The ADRC-NW group is considered a normal one by the Wisconsin Retirement System (WRS) for underwriting purposes. There are three considerations: 1) All employees participating in WRS are eligible, including part-time employees who work a minimum number of hours per year. All employees eligible must be offered overage. 2) Employers cannot provide payments in lieu of health benefits under this plan. 3) Employers cannot establish Health Reimbursement Accounts under this plan. In addition, there are three alternate plans available: full pay, 10% co-insurance, and a \$500/\$1,000 deductible plan. Rideout will further research the available options, and the employees will have the opportunity to provide input. No Action Taken.

Disability Benefit Specialist New Hire Rate of Pay & Probationary Period: Holly Steinman has been hired as the new Disability Benefit Specialist working primarily in Taylor County. She will be working as a 0.6 part-time employee (24 hours per week). The interviewing committee approved a starting wage of \$17.50/hour and \$18.75/hour after a 90-day probationary period. During her probationary period, she will be completing the Office of Resource Center Development (ORCD) sponsored training, working with the Disability Benefit Specialist currently working in Taylor County, going through the ADRC-NW orientation program, working on Time Reporting training, as well as going through the ORCD online training. The Fiscal Agent recommended that her wage increase after the probationary period begin at the start of the next pay period. Bix moved to have the final wage start at the beginning of the pay period after the probationary period. Queen seconded. All Ayes. Motion Carried.

Marketing Plan: The Program Evaluation Committee recently reviewed the updated Marketing Plan as presented by Kinziegreen. The Committee prioritized ADRC-NW goals over the course of the Kinziegreen contract. The State of Wisconsin has developed a series of television ads for statewide distribution and divided the State into media marketing areas. Kinziegreen is taking the lead in contacting the television stations in the Wausau-Rhineland area, and Parkkila has established contact with the other ADRCs in the area. These ads are general in

nature and not specific to any one ADRC. Funding for airing these ads will be requested from the Office of Resource Center Development. Kinziegreen will also be working on refreshing the ADRC-NW Web site and developing a news release template and media distribution lists. Work is also being done on establishing a calendar of events.

Board of Directors Evaluation: Implementation of this item was deferred until email addresses for all Board Members could be verified. The Evaluation will be emailed to Board Members within the next week.

Regional IT Support Proposal: Information on this item was not available at this time. No Action Taken.

Employee Handbook: The Handbook was previously reviewed by the Board Members. An Acknowledge & Signature page was added. Bix moved to approve the Employee Handbook as presented; Cushing seconded. All Ayes. Motion Carried.

ADRC-NW Policies & Procedures: The final five policies and procedures have been submitted to and approved by the Office of Resource Center Development (ORCD). Hammer moved to approve the following Policies & Procedures as presented: Marketing, Outreach, and Public Education Plan; Helping Customers Access Public Programs & Benefits; Prevention & Early Intervention Plan; Quality Assurance Plan, and the Unmet Needs Plan. Gresser seconded. All Ayes. Motion Carried.

Regional Manager's Report: 1) Another area nursing home is closing, this one in western Taylor County where 24 people will need to be relocated. 2) Buck Rhyme will be providing staff training at The Pointe in Minocqua on March 26th. 3) Parkkila is working a proposal for a grant to fund a dementia care specialist. Funds are now available, and one of our staff would like to get more involved in this area. 4) Parkkila is also providing special outreach for hospital and discharge planners. So far, she has met with the staff in Taylor County. 5) The Lac du Flambeau has now approved the memorandum of agreement and has recommend Mary Peterson to represent them on the ADRC-NW Board. Mary served briefly on the Board when the ADRC-NW was first getting started. There should be no conflict of interest for her because she works for the housing authority and not the tribe. 6) The State feels the contract with Frontier should be terminated. Our Legal Advisor is involved. The issue with Frontier is their inability to quickly get service back once an interruption has occurred. 7) Melody Yeager has been given

the portfolio for family care development in this area. No one seems to be sure what this means for the ADRCs in the area.

Customer Unmet Needs: This is a new agenda item because of the new Unmet Needs Policy. At the present time there are three issues. 1) One local hospital takes 2-5 days to get home health services started for newly discharged patients. This leaves patients very vulnerable. 2) There was a need to assist people in Taylor County filing their Homestead Tax forms. The ADRC staff contacted the American Association of Retired People, and they sent people to the Commission on Aging in Medford to help. 3) There are now 31 people in Vilas County on the wait list for a minimum of one year waiting for long-term supportive services. When family care comes to the area, wait lists will be reduced.

Board Member Involvement & Feedback: This is another new standing agenda item based on new policies. Board Members were asked if they are hearing feedback concerning the ADRC-NW. Parkkila will send information to all Board Members on being an ambassador for the ADRC.

Future Agenda Items: Group Health Insurance

Confirm Next Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be April 17, 2014 at 1:00 P.M. It will be held in Rhinelander. (NOTE: Unless otherwise specified, future ADRC-NW Board Meetings will be held on the 3rd Thursday of each month.) The ADRC-NW Finance Committee will meet at 12:00 Noon on that same day, and the Executive/Personnel Committee will meet at 11:00 A.M.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:09 P.M.

Handouts: Minutes of the January 24, 2014 ADRC-NW Board of Directors meeting; 2014 Purchase of Services Contract (Fiscal Agent Contract) with Oneida County; December 2013 and January 2014 Revenue/Expense Reports; December 2013 and January 2014 Transactions Reports; 2012/2013 ADRC Federal & State GPR Revenue Comparison; December 2013 and January 2014 Time Reports; Information Packet for Wisconsin Public Employer's Group Health Insurance Program; update to marketing plan from Kinziegreen; Marketing, Outreach, and Public Education Plan; Helping Customers Access Public Programs & Benefits; Prevention & Early Intervention Plan; Quality Assurance Plan, and the Unmet Needs Plan.